



MICHAEL J. BAKALIS

COMPTROLLER
STATE OF ILLINOIS

November 18, 1977

PAYROLL MEMORANDUM

201 STATE HOUSE
SPRINGFIELD, ILLINOIS 62706
217/782-6000

TO: All State Agencies, Departments, Boards,
Commissions and Universities

SUBJECT: Address and Social Security Number Verification

This memorandum is to serve as a reminder that there is less than two months until the close of the calendar year 1977. Shortly after the end of the year, our office will begin mailing W-2's to all State employees. Please ask your employees to verify that the mailing address and social security number shown on their checkstub is correct. If it is not, please have them notify you immediately and then transmit the correct information to our office. If the address is incorrect on the employees' W-4 forms, new W-4's will be required. If W-4's have not been submitted to this office, please transmit them immediately. Correct mailing addresses will greatly reduce the number of undeliverable W-2's and not only save you time in locating these employees but also the employee will receive his W-2 in a more timely fashion. Also, please make every effort to insure that all salary refunds are sent to our office prior to the close of the calendar year. This will enable us to update the employees' earnings record prior to mailing W-2's.

As in the past, all undeliverable W-2's will be forwarded to the respective agency's internal auditor for distribution. Please furnish me with that person's name and address. If you do not have an internal auditor, please furnish the name, title and address of the person in your agency who will be responsible to distribute them.

If you have any questions, please contact Cheryl Shride or myself at (217) 782-4758.

Very truly yours,

Daniel S. Steven
Payroll Supervisor

DSS:cs